Preamble

We, the members of Alpha Phi Sigma, the Criminal Justice Honor Society, will promote academic excellence and scholarship in order to make the Criminal Justice System and its practitioners more competent, knowledgeable, and ethical. We do hereby submit ourselves to be governed by the following bylaws.

ARTICLE I
OFFICES

Section 1. The name of this chapter is Alpha Phi Sigma, Theta Tau Chapter, a local chapter of Alpha Phi Sigma, the Criminal Justice Honor Society.

ARTICLE II
MISSION

Section 1. The Mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship, and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions and to sustain in the public mind the benefit and necessity of education and professional training.

Section 2. Goals. The Goals of Alpha Phi Sigma shall be to honor and promote academic excellence, service, leadership, and unity.

Section 3. Purpose. The purpose of Alpha Phi Sigma, Theta Tau is to promote academic excellence and scholarship in order to make the Criminal Justice System and its practitioners more effective, knowledgeable, and ethical.

Section 4. Oath of Membership. In the presence of the Alpha Phi Sigma members here assembled, I do hereby solemnly promise to uphold the ideals and traditions, maintain the high moral character and commit myself to be governed by the Bylaws of the Alpha Phi Sigma, the Criminal Justice Honor Society and the local and Executive officers.
ARTICLE III
MEMBERS

Section 1. Membership. The Alpha Phi Sigma, Theta Tau shall have the following members: Collegiate Members and Faculty Members, Honorary Members, and Alumni Members. Criteria for memberships are set forth below.

Section 2. Criteria for Membership. Members of Alpha Phi Sigma, Theta Tau chapter shall meet the following minimum membership criteria as set forth in the Alpha Phi Sigma Bylaws.

A. Collegiate Members. Collegiate members shall be students enrolled in a baccalaureate or graduate program Alpha Phi Sigma, Theta Tau of regionally accredited institutions with an established Alpha Phi Sigma chapter at the time of initiation. Nominations of collegiate members shall be made by the chapter advisor. The election shall be by a two-thirds vote of the chapter. Membership applications shall be signed by the chapter advisor, submitted to and accepted by Headquarters. The candidate is an "accepted" member when the application has been approved by Headquarters.

1. Baccalaureate students shall be enrolled at the time of application at the University of Nevada, Las Vegas, have declared a major, minor or equivalent in the criminal justice or related field, have completed three full-time semesters or its equivalent, have a minimum GPA of 3.2 on a 4.0 scale, with a minimum GPA of 3.2 in courses in criminal justice-related fields, and rank in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field.

2. Masters students shall be enrolled at the time of application in a Masters program in the Criminal Justice field at the University of Nevada, Las Vegas, have completed four courses, and have a minimum GPA of 3.4 on a 4.0 scale. Up to three undergraduate courses in Criminal Justice may be used to satisfy the four-course requirement. These courses must equate to a 3.4 GPA or higher, and the cumulative undergraduate degree program GPA is 3.2 or higher. In addition, all Masters level coursework must equate to a 3.4 GPA or higher at the institution in which the student is enrolled.

3. Doctoral Students shall be enrolled at the time of application in a Ph.D. program in the Criminal Justice/related field at the University of Nevada, Las Vegas, have completed four courses, have a minimum GPA of 3.6 on a 4.0 scale. Up to three Masters courses in Criminal Justice may be used to satisfy the four-course requirement. These courses must equate to a 3.6 GPA or higher, and the cumulative Master’s degree program GPA is a 3.4 or higher. In addition, any Ph.D. level coursework must equate to a 3.6 GPA or higher at the institution in which the student is enrolled.

4. Students enrolled in law school, must have completed their first academic semester with a grade point average of 2.5 or higher on a 4.0 scale.

5. Transfer Members. Any Alpha Phi Sigma member who transfers to another college or university shall be accepted into the local chapter at the University of Nevada, Las Vegas and shall pay the local chapter fee if any. After one term, the member shall be
subject to all rules, regulations, and requirements of the Alpha Phi Sigma, Theta Tau chapter. Headquarters will not issue a new certificate of membership unless specifically requested by the chapter advisor and paid for by the member.

B. Faculty Members. Faculty or administration involvement is recognized and encouraged. Candidates for membership must be full-time faculty or administrators in a criminal justice-related field unless the college primarily uses Adjunct faculty. They must have completed a minimum of one-year full-time teaching/administrative duties at the University of Nevada, Las Vegas, where they are inducted and elected by majority vote during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by Headquarters.

C. Honorary Members. Honorary membership recognizes community people who have made distinctive scholarly and research contributions to the criminal justice field or who have provided outstanding support for the Alpha Phi Sigma, Theta Tau chapter. Honorary Members may not be students. The Chapter Advisor shall approve nominations. Honorary Members must be elected by a 2/3 vote of the chapter. The Alpha Phi Sigma, Theta Tau chapter may elect Honorary Members during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to, and accepted by Headquarters.

D. Professional Members. Includes College/University graduates not previously initiated into Alpha Phi Sigma.

1. Eligibility: Professionals shall have made a distinctive contribution to the profession; shall have earned one or more degrees in criminal justice or related field from a regionally accredited institution; working in the profession as a criminal justice practitioner for a minimum of two (2) years; shall have a minimum cumulative 3.2 GPA on a 4.0 scale as undergraduate student or minimum cumulative 3.4 GPA on a 4.0 scale as graduate student. Academic transcript and personal resume must accompany the application. The membership application packet must be submitted to Headquarters and approved by the Executive Director.

2. Professional members have the option of being part of the Alumni Association, Alumni Circle, active, or golden.

E. Alumni Members. Alpha Phi Sigma, Theta Tau chapter Collegiate members in good standing at the time of graduation from the University of Nevada, Las Vegas are alumni members.

F. Alumni Association Members. Alumni Association Members are Alpha Phi Sigma alumni members that have applied for membership in the Alumni Association. There are two categories of Alumni, active and golden.

1. Active – Alumni shall apply for membership and contribute an annual fee to the Alumni Association.

2. Golden– Alumni shall apply for membership and contribute a one-time fee to Headquarters.
a. Faculty members teaching in the field of Criminal Justice and are a chapter advisor for a minimum of five years may apply for Golden Alumni Membership.

b. Professional members have the option of being part of the Alumni association, alumni circle, active, or golden.

Section 3. Additional Qualifications. Membership in the Society is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, and/or sexual orientation.

Section 4. Privileges of Membership. Active, Alumni Members, and Golden Members shall have the right to vote, hold appropriate office, be elected or appointed to committees of the Alpha Phi Sigma, Theta Tau chapter provided other uniform criteria are met and shall have such other privileges as the Executive Advisory Board shall determine. Honorary members and Professional members shall have all the privileges of active members except the right to vote, hold office or serve on committees unless allowed at the chapter level. Faculty members (Other than the Chapter Advisor), Honorary members, Professional members, and Alumni members shall have all the privileges of active members except the right to vote, hold office or serve on committees unless allowed at the chapter level.

Section 5. Dues. The dues, fees, and assessments for each category of membership shall be determined annually by the Executive Advisory Board. The Executive Advisory Board may use any reasonable method for determining the amount of the dues. Nothing in this section shall prohibit the Executive Advisory Board from setting varying dues amounts based upon different categories of membership. The amount of any chapter dues, fees, or assessments for any type of membership in the Chapter shall be established by the Chapter Executive Committee and approved by a majority vote of the Chapter members.

Section 6. Voting of Active Members. Each Active Member of the Alpha Phi Sigma, Theta Tau chapter is entitled to one vote upon each matter submitted to a vote at a chapter meeting of its members. Chapter voting is in accordance with the Bylaws of the chapter.

Section 7. Resignation of Membership. An active member desiring to resign from the Society shall submit such resignation in writing to the Chapter Advisor. The Chapter Advisor shall forward the acceptance of such resignation to the Executive Director who will remove the name from the Executive registry. Any member having resigned from membership may be reinstated with good reason upon application to the Chapter Advisor and upon meeting such uniform terms and conditions as may be established by the Chapter and the Executive Advisory Board. After acceptance by the Chapter Advisor, it is then submitted with an explanation to the Executive Director. A member resigning shall not be entitled to return of dues.

Section 8. Suspension or Termination of Membership. In addition, membership in the Society may be suspended or terminated by the Executive Advisory Board for just cause. Sufficient cause for such suspension or termination of membership may result from a violation of these Bylaws or any lawful rule or practice adopted by the Society or other conduct deemed by the Executive Advisory Board to be prejudicial to the best interests of the Society. A statement of the charges shall be sent by registered mail to the last recorded address of the member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days’ notice shall
be given, and the member shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken by the Executive Advisory Board. The Board may adopt such rules as may be necessary to assure due process to the member. The decision for suspension or termination shall be by two-thirds vote of the Executive Advisory Board. A member suspended or terminated for just cause shall not be entitled to return of dues.

**ARTICLE IV**

**OFFICERS**

Section 1. **Officers.** The officers of the Chapter shall be the President, Vice President, Secretary, Treasurer, and Historian. Additional officer positions may be proposed, as needed, by the Chapter Officers and made available for fulfillment after receiving two-thirds (2/3) approval of the Chapter members.

**A. Qualifications.** Any active member meeting the criteria under Article III, wishing to do so, may seek to hold one of the officer positions pursuant to Article IV. The only additional requirement is that they have been an active member of the Chapter for at least one (1) semester.

**B. Length of Term.** Officers shall be elected for a term of one (1) year. The term of office shall begin the May 1st following their election or appointment.

**C. Nominations.** Nominations for new officers shall be opened approximately one (1) month prior to elections. Nominations for the office of President will be made by the Faculty Advisor(s). For all other offices, nominations may be made by Faculty Advisors or Active Members. An Active Member may also choose to nominate themselves.

**D. Elections.** Election of new officers shall take place within the last thirty (30) days of each Spring semester. Voting for the new officers will be conducted by a secret ballot and tabulated by the Faculty Advisor. Election to office shall be established by a majority vote of the Chapter members.

**E. Duties of Officers.** The officers shall perform the duties described by these bylaws and by the parliamentary authority adopted by the society.

1. **President.** The Chapter President is the student member ultimately responsible for the conduct and actions of the Chapter. The primary function of the President is to oversee and coordinate the activities of the Chapter Officers. Additionally, the President shall be the designated liaison between the Faculty Advisor and the Chapter Membership. The President shall chair all Chapter meetings, unless otherwise specified, and shall enforce, on all occasions, the observance of order and decorum among those present. The President will vote only in case of a tie vote among the members. Finally, the President shall be responsible for coordinating any activities or functions that do not fall within the description of other offices.

2. **Vice President.** The main function of the Vice President is to assist the President, other officers, and/or members with the functioning of the Chapter. The Vice
President will perform the duties of the President during the President's temporary absence. The Vice President is responsible for ensuring that the Chapter’s business is being accomplished. The Vice President will also oversee the application and recruitment process for the Chapter.

3. **Secretary.** The Secretary shall record all Chapter activities and will be the custodian of all Chapter records (except those specifically designated to others). The Secretary will maintain accurate records of the Alpha Phi Sigma National Bylaws, the Chapter’s Bylaws, and other relevant documents of the Chapter, including current member and alumni rosters and the Chapter rolls. The Secretary is responsible for maintaining the minutes of all Chapter meetings, taking roll at all Chapter activities, and all correspondence activity. Additionally, the Secretary will read the minutes from the prior Chapter meeting with the purpose of correcting any errors that have been made. The minutes will be voted on and approved “as is” or “with corrections”.

4. **Treasurer.** The Treasurer shall prepare a proposed itemized budget for the Chapter at the beginning of each semester. The Treasurer is also responsible for receiving all monies due to the Chapter, and with the Faculty Advisor, disburse chapter funds, keeping an itemized ledger of all funds collected and spent, and submitting a financial report to the Chapter at each regular meeting or whenever called upon by the membership. The Treasurer, with the Faculty Advisor, is also responsible for processing and submitting new membership applications to the National Advisory Board.

5. **Historian.** The Historian shall be responsible for preserving, via pictures, video recorders, and/or other such devices, all Chapter events. The Historian shall develop and maintain a scrapbook, both in a hard and digital format (the latter when possible), of the Chapter’s history. The Historian shall research and prepare items of the significance of the Chapter’s history, prepare displays of Chapter activities (to include Web displays), and submit stories of active and alumni members to the media. Finally, the Historian shall assist the media in providing photography for the Chapter’s needs.

Section 2. **Removal of Chapter Officers.** Any elected officer of the Chapter may be removed for just cause. Sufficient cause for such removal may be a violation of the Chapter Bylaws or Society Bylaws or any lawful rule, practice, or procedure adopted by the Chapter or other conduct deemed to be prejudicial to the best interest of the Chapter. Any active member of the Chapter, in good standing, may bring this concern, in writing, to the Chapter Advisor. For removal of an elected officer for cause, it shall be necessary for the Chapter Executive Committee to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty (30) days notice shall be given, and the officer shall have the opportunity to appear in person, or to be represented by counsel, to present any defense to such charges before the Chapter Executive Committee or National Advisory Board takes action. The Chapter Executive Committee and/or the National Advisory Board may adopt such rules as may be necessary to assure due process to the. Upon a two-thirds (2/3) affirmative vote, the Chapter Executive Committee shall recommend removal.
ARTICLE V
ADVISOR

The Alpha Phi Sigma, Theta Tau chapter shall have a chapter advisor, who is a full-time faculty member. The Alpha Phi Sigma, Theta Tau may have assistant advisors, who are full time or part-time College/University faculty or Alpha Phi Sigma Alumni. All advisors and assistant advisors should be chosen or appointed for their interest, ability to work effectively with students, and desire to promote the ideals of the Society.

ARTICLE VI
MEETINGS

Section 1: General Meetings. Schedules for general meetings each semester shall be created by the beginning of each semester, by the Chapter Executive Committee. The President shall preside at all meetings unless otherwise decided by the Chapter Executive Committee.

Section 2: Officer and Chapter Executive Committee Meetings. Chapter Officers shall meet at least once per month during the months of August through April.

Section 3: Special Meetings. The Chapter Executive Committee may call a special meeting when necessary to discuss any matter pertinent to the well being of the Chapter.

Section 4: Parliamentary Rules. Robert’s Rules of Order (Revised) shall be followed by the Chapter in all cases involving parliamentary procedure when it does not conflict with these bylaws. This rule of order may be suspended by two-thirds (2/3) vote of the present membership.

ARTICLE VII
COMMITTEES

Section 1: Special Committees. Special committees may be established by the President or the Chapter Executive Committee to conduct and facilitate the business of the Chapter.

Section 2: Standing Committees. Standing Committees will be established by the President or the Chapter Executive Committee to conduct and facilitate the standing business of the Chapter.

Section 3: Appointment to Committee. Membership in a Committee shall be by volunteer and appointment. The President shall be ex-officio a member of all committees of the Chapter.
ARTICLE VIII
FINANCIALS

Section 1. Non-Profit Status. The Alpha Phi Sigma, Theta Tau Chapter is a nonprofit subordinate of Alpha Phi Sigma and is assigned an EIN by the IRS. The Chapter will receive its assigned EIN from Headquarters. The Alpha Phi Sigma, Theta Tau Chapter is organized exclusively for educational, charitable, and scientific purposes, including for such purposes as making distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law. A 990N form is filed by Headquarters on behalf of each chapter. The 990N is documentation that a chapter has not received more than $50,000. The chapter’s Financial Report is used to file the 990N form with the IRS.

Section 2. Use of Funds. No part of the net earnings of the Alpha Phi Sigma, Theta Tau Chapter shall be used to the benefit of any private individual, and no substantial part of the activities of the Chapter shall involve propaganda or otherwise attempt to influence legislation, and the Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distribution of statements).

Section 3. Dues. The amount of chapter dues and the specific method of collection will be proposed by the Chapter Executive Committee and voted for by a majority of the Chapter membership. The vote will take place at the first meeting of each school year and will take effect for that current school year. Care should be taken to provide sufficient notice to prospective members and those wishing to remain active. In addition, all members shall be required to pay national dues as established by the National Advisory Board of Alpha Phi Sigma.

Section 4: The Alpha Phi Sigma, Theta Tau chapter shall pay the chapter dues on or before the due date of January 1 of each year. Chapter dues paid after March 1 of the year will incur a late fee. Chapters that have paid the chapter dues by the due date will have the College/University name and the Chapter name printed on the back of the annual commemorative t-shirt.

ARTICLE IX
STANDING RULES, BYLAWS, AMENDMENTS

Section 1: Procedure for Proposing. The procedure for proposing an amendment requires any active member who wishes to do so, to put in writing his or her proposed amendment and the rationale for the said amendment. The member making the proposal shall submit one hard copy of the proposal to each member of the Chapter Executive Committee.

Section 2: Procedure for Approving. These Bylaws can be amended by an affirmative vote of at least two-thirds (2/3) of the active membership present at the constitutional meeting. A constitutional meeting is defined as one in which an amendment is to be voted upon and must be
announced at least two weeks prior to the vote. Amended Bylaws shall be submitted to Headquarters immediately after ratification.

Section 3: **UNLV Oversight.** The Office of Student Activities must review all amendments in the same manner as a completely new constitution.

Section 4. **Ratification.** At the meeting of active members, these bylaws shall become effective upon approval by a two-thirds (2/3) vote of the membership present.